

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

DECEMBER 1965

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	52	384	
2. RECORDS ACCESSIONED	406	3,862	101,783
3. RECORDS DISPOSED OF AT CENTER	139	866	18,943
4. RECORDS TRANSFERRED FROM CENTER	64	1,707	28,049
5. RECORDS HOLDINGS	54,791		
6. INTELLIGENCE REPORTS RECEIVED	288	1,751	53,397
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	32	508	22,035
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	25	240	12,404
9. INTELLIGENCE REPORTS HOLDINGS	18,958		
10. VITAL RECORDS RECEIVED	211	966	13,917
11. VITAL RECORDS DISPOSED OF AT CENTER	34	102	2,603
12. VITAL RECORDS TRANSFERRED FROM CENTER	108	259	1,367
13. VITAL RECORDS HOLDINGS	9,947		
14. ARCHIVES ACCESSIONED	40	356	3,308
15. ARCHIVES DISPOSED OF AT CENTER	1	6	14
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,410		
18. TOTAL HOLDINGS	*86,106		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,374	30,152	618,562
20. INFORMATIONAL REQUESTS	590	3,254	25,991
21. Archival Documents	89	865	
22. INTELLIGENCE REPORTS	4,148	32,761	
23. VITAL RECORDS	135	1,289	
24. TOTAL	9,336	68,321	
25. NO. OF PAGES REPRODUCED	151	2,280	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	88,792	562,152	
A. INITIAL RECEIPT	86,263	547,268	
B. RETURNS	2,529	14,884	
27. Archival Documents	3,459	8,427	
28. VITAL RECORDS	1,932	15,892	
29. TOTAL	94,183	586,471	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	83,794	
32. COMMITTED		
33. AVAILABLE	14,086	

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS
CENTER MONTHLY STATISTICAL SUMMARY FOR DECEMBER 1965

1. There were 945 cubic feet of records accessioned from various Agency components. One of the more significant accessions was the records from former Assistant Director for Operations dating from 1946 to its abolishment in 1965.
2. Disposition action was taken for 403 cubic feet of records no longer needed by the Agency or required by law. The backlog in the physical destruction of obsolete records increased during December. There are now 790 cubic feet pending, of which 379 cubic feet remains on the shelf because there is no place to store it.
3. There was a net increase of 542 cubic feet to the Total Holdings which now amounts to 86,106 cubic feet. There are 2,312 cubic feet of inactive USIB reference material at the Federal Records Center in Alexandria.
4. There were 9,336 reference items pulled and forwarded to various requestors in the Agency, other USIB agencies and Foreign Governments.

5. Visitors:

OCR/LY	2	Maintain OCR/LY VR Book Collection
JOTs	30	Tour and Briefing
OBI	4	Transfer Records to Agency Archives
OC	1	Search Records
NPIC	3	Deposit Vital Records
NE	1	Tour and Briefing
WH	1	Tour and Briefing
RID	1	Tour and Briefing

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